Approved For Release 2000/08/15 : CIA-RDP80-00308A000100030004-1

ADMINISTRATIVE - INTERNAL USE ONLY

MANORAMAN FOR: Administrative Officer, Office of the Director

SUBJECT

Selection of Officers for the CIA Senior Seminar

- 1. The proceeding which we have followed to date in selecting officers to attend the CIA Senior Seminar has been for the Chairman of the Training Selection Board to ask the Office of the Director and each Edrectorate to meminate officers from which the Woard selects the attendees. Our experience with this producero indicates that, while it was useful when the Senior Seminar started, it is no longer necessary and pay, in fact, be an impedance to career planning of senior Agency personnel. As we have had good experience with the allocation system used in selecting officers to attend the Midcareer Course, we are shifting to the same system for the Senior Seminar.
- The Senior Seminar is now regularly scheduled to run two times a year with a maximum of twenty officers in each course or a total of forty attendees per year. The OTR Staff has studied the data from the Annual Personnel Plan and the distribution of eligible officers -- GS-15s, supergrades and equivalent grades -- within the Agency. This study indicates that the number of slots in the Senior Seminar for the Office of the Director in 1975 should be as follows:

Senior Seminar Seven Senior Seminar Eight

9 March-9 May 1975 21 Sept. - 26 Nov. 1975

Please submit nominations to the Director of Training for Senior Seminar Seven by 15 January 1975.

The data which the Office of the Director developed as part of the Annual Personnel Plan show that one officer has been designated for attendance in the Senior\Seninar in the current fiscal year. Should one of the Directorates fail to use its total allocation, you will be advised in the event the O/DCI wishes to nominate additional officers.

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ADMINISTRATIVE - INTERNATISE ONLY

4. The other criteria for nominating of officers to attend the Senior Seminar remains unchanged. The course is limited to CIA career employees, including GS-15 officers who have the potential to advance to more responsible positions, supergrade officers, and equivalent grades.

John F. Blake
Deputy Director
for
Administration

Distribution:

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2 - DD/A

2 - DTR

2 - II

. 1 - TAP

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OTR/II/

p-4/7.8 (25 Oct 74)

ORIGINATOR:

STATINTL

Alfonso Rodriguez Director of Training 1 NOV 1974

Date

Approved For Release 2000/08/15 : CIA-RDP80-00308A 000100030004-1

ADMINISTRATIVE - INTERNAL USE ONLY

MEMORATIBUM POR:

Deputy Lirector for Intelligence

SUBJECT

Selection of Officers for the CIA Senior Seminar

- 1. The procedure which we have followed to date in selecting officers to attend the CIA Senior Seminar has been for the Chairman of the Training Selection Board to ask each Directorate to nominate officer from which the Board selects the attendees. Our experience with this procedure indicates that, while it was useful when the Senior Seminar started, it is no longer necessary and may, in fact, be an impedance to career planning of senior Agency personnel. As we have had good experience with the allocation system used in selecting officers to attend the Midcareer Course, we are shifting to the same system for the Senior Seminar.
- 2. The Senior Seminar is now regularly scheduled to run two times a year with a maximum of twenty officers in each course or a total of forty attendees per year. The OTR Staff has studied the data from the Amoual Personnel Plan and the distribution of eligible officers--GS-15s, supergrades and equivalent grades--among the Directorates. This study indicates that the number of slots in the Senior Seminar for your Directorate in 1975 should be as follows:

Senior Seminar Seven 9 M Senior Seminar Eight 21

9 March-9 May 1975 21 Sept.-26 Nov. 1975

Four Five

Please submit nominations to the Director of Training for Senior Seminar Seven by 15 January 1975 and for Semior Seminar Eight by 1 August 1975.

of the Annual Personnel Flan show that a total of 14 officers are planned for attendance in the Senior Seminar in the current fiscal year. Should another Directorate fail to use its total allocation, your Senior Training Officer will be advised in the event you wish to nominate additional officers.

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4. The other criteria for nominating of officers to attend the Senior Seminar remains unchanged. The course is limited to CIA career employees, including GS-15 officers who have the potential to advance to more responsible positions, supergrade officers, and equivalent grades.

> John F. blake . Deputy Director Administration

Distribution:

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STATINTL

sp-4/7,8 (25 Oct 74)

ORIGINATOR:

STATINTL

Alfonso Rodriguez Director of Training

Approved For Release 2000/08/15 : CIA-RDP80-00308A 00100030004-1

ADMINISTRATIVE - INTERNAL USE ONLY

MEMORARDON FOR: Senior Training Officer/10A

SHBJECT

: Selection of Officers for the CIA Senior Seminar

- The procedure which we have followed to date in selecting officers to aftend the CIA Senior Seminar has been for the Chairman of the Training Selection Board to ask each Directorate to mominate officers from which the Board selects the attendees. Our experience with this procedure indicates that, while it was useful when the Senior Seminar started, it is no longer necessary and may, in fact, be an impedence to career planning of senior Agency personnel. As we have had good experience with the allocation system used in selecting officers to attend the Midcareer Course, we are shifting to the same system for the Senior Seminar.
- 2. The Senior Seminar is now regularly scheduled to run two times a year with a maximum of twenty officers in each course or a total of forty attendoes per year. The OTR Staff has studied the data from the Annual Personnel Plan and the distribution of eligible officers--65-15s, supergrades and equivalent grades -- among the Directorates. This study indicates that the number of slots in the Senior Seminar for our Directorate in 1975 should be as follows:

9 March-9 Mdy 1975 Sonior Seminar Seven 21 Sept. - 26 Pov. 1975 - Five Senior Seminar Light

The Director of Training has requested that we submit nominations for Senior Seminar Seven by 15 January 1975 and for Senior Seminar Eight by 1 August 1975.

3. The data which the Directorate developed as part of the Annual Personnel Plan show that a total of 18 efficers are planned for attendance in the Senior Seminar in the current fiscal year. As this number is well above the number of openings in the Seminar allocated to us, should another Directorate fail to use its allocation, you will be advised by OTR to provide an opertunity for us to nominate additional officers.

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ADMINISTRATIVE - INTERNAL USE ONLY

The other criteria for nominating of officers to attend the Senior Sominar remains unchanged. The course is limited to CIA career employees, including GS-15 officers who have the potential to advance to more responsible positions, supergrade officers, and equivalent grades.

> John F. Blake Deputy Director for Administration

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Alfonso Rodriguez Director of Training

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Approved For Release 2000/08/15: CIA-RDP80-00308A 000100030004-1

MEMORANDUM YOR: Deputy Director for Operations

SUBJECT

Selection of Officers for the CIA Senior Seminar

- 1. The procedure which we have followed to date in selecting officers to attend the CIA Senior Seminar has been for the Chairman of the Training Selection Board to ask each Directorate to nominate officers from which the Board selects the attendees. Our experience with this procedure indicates that, while it was useful when the Senior Seminar started, it is no longer necessary and may, in fact, be an impedance to career planning of schior Agency personnel. As we have had good experience with the allocation system used in solecting officers to attend the Midcareer Course, we are shifting to the same system for the Senior Seminar.
- -2. The Senior Seninar is now regularly scheduled to run two times a year with a neximum of twenty officers in each course or a total of forty attendees per year. The OTR Staff has studied the data from the Anhual Personnel Plan and the distribution of eligible officers -- GS-15s, supergrades and equivalent grades -- among the Directorates. This study indicates that the number of slots in the Senior Seminar for your Directorate in 1975 should be as follows:

Sonior Seminar Seven

9 March-9 May 1975 Senior Seminar Hight 21 Sept. - 26 Nov. 1975 Five Five

Please submit nominations to the Director of Training for Senior Seminar Seven by 15 January 1975 and for Semior Seminar Eight by 1 August 1975.

The data which your Directorate developed as part of the Annual Personnel Plan show that a total of twelve officers are planned for attendance in the Senior Souther in the current fiscal year. This is fairly close to the number of openings in the Seminar allocated to your Directorate. Should another Directorate fail to use its total allocation, your Senior Training Officer will be advised in the event you wish to nominate additional officers.

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4. The other criteria for nowinating of officers to attend the Senior Seminar remains unchanged. The course is limited to CIA career employees, including CS-15 officers who have the potential to advance to more responsible positions, supergrade officers, and equivalent grades.

John F. Blake
Deputy Director .
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Administration

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Alfonso Rodriguez Director of Training TIETA

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Approved For Releas 2000/08/15 : CIA-RDP80-00308 090100030004-1

ADMINISTRATIVE - INTERNAL USE ONLY

MEMORANDUM ROR: Deputy Director for Science and Technology

SUBJECT

Solection of Officers for the CIA Senior Seminar

- 1. The procedure which we have followed to date in selecting officers to attend the CIA Senior Seminar has been for the Chairman of the Training Selection Board to ask each Directorate to nominate officers from which the Board selects the attendees. Our experience with this procedure indicates that, while it was useful when the Senior Seminar started, it is no longer necessary and may, in fact, be an impedance to career planning of senior Agency personnel. As we have had good experience with the allocation system used in selecting officers to attend the Hidcareer Course, we are shifting to the same system for the Senior Seminar.
- 2. The Senior Seminar is now regularly scheduled to run two times a year with a maximum of twenty officers in each course or a total of forty attendees per year. The OTR Staff has studied the data from the Amnual Personnel Plan and the distribution of eligible officers--GS-15s, supergrades and equivalent grades--among the Directorates. This study indicates that the number of slots in the Senior Seminar for your Directorate in 1975 should be as follows:

Senior Seminar Seven 9 March-9 May 1975 Five Senior Seminar Eight 21 Sept.-26 Nov. 1975 Five

Please submit nominations to the Director of Training for Senior Seminar Seven by 15 January 1975 and for Senior Seminar Eight by 1 August 1975.

of the Annual Personnel Plan show that a total of 16 officers are planned for attendance in the Senior Seminar in the current fiscal year. Should another Directorate fail to use its total allocation, your Senior Training Officer will be advised in the event you wish to nominate additional officers.

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ADMINISTRATIVE - INTERNAL USE ONLY

4. The other criteria for nominating of officers to attend the Senior Seminar remains unchanged. The course is limited to CIA career employees, including GS-15 officers who have the potential to advance to more responsible positions, supergrade officers, and equivalent grades.

John F. Blake
Deputy Director
for
Administration

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Alfonso Rodriguez Director of Training 2 1 1 NOV 1974

Date

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